



**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

JACKIE CONTRERAS, Ph.D.
Acting Director

Board of Supervisors

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June 13, 2011

To: Supervisor Michael D. Antonovich, Mayor
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
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Supervisor Don Knabe

From: Jackie Contreras, Ph.D.
Acting Director

**AMENDMENT NUMBER FIVE TO THE CASE FILE AND RECORDS MANAGEMENT
SERVICES CONTRACT NUMBER 76008**

This is to notify your Board that I have used Board delegated authority to execute Amendment Number Five to increase the maximum annual contract sum to the Case File and Records Management Services Contract Number 76008 with GRM Information Management Services of California, LLC, as adopted by your Board on January 30, 2007. This Amendment increases the original maximum annual contract sum by 7.5%, from \$339,000 to \$364,425 effective June 10, 2011, through January 31, 2012.

The objective of the Case File and Records Management Services contract is to ensure that client case files and administrative records are safe and the contents are kept confidential and they are readily available for timely access to line operations. Timely access of Department of Children and Family Services' (DCFS') records is essential to ensure that vital records and documents are available to DCFS staff, attorneys and the Juvenile Court so that informed decisions may be made in regards to the health and safety of children and their families.

If you have any questions or need additional information, you may call me at (213) 351-5600, or your staff may contact Aldo Marin, Board Liaison, at (213) 351-5530.

JC:CMM:AM
SN:ew

c: Chief Executive Officer
Executive Office, Board of Supervisors

"To Enrich Lives Through Effective and Caring Service"